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DD/S 68-3616
Adm - 12.1 Proposed

DD/S&T# 2824-68

17 JUL 1968

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed Headquarters Employee Bulletin #177,
Off-Campus Programs

Attached for your information is an advance copy of Headquarters
Employee Bulletin #177, which is being sent to the Deputy Director
for Support for approval to publish.

25X1A

[REDACTED]
Acting Chief, Support Services Staff

Attachment: As stated

cc: OTR
SSA-DDS

DD/S&T
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Headquarters EMPLOYEE BULLETIN

#177

OFF-CAMPUS PROGRAMS - FALL SEMESTER 1968 - 1969
GEORGE WASHINGTON UNIVERSITY AND AMERICAN UNIVERSITY

Registration

Tuesday, 6 August 1968. 10 a.m. to 3 p.m. Main Auditorium, Headquarters Building. For instructions on registrations after 6 August, interested students should call extension 2896.

Tuition

George Washington University and American University: \$132 for each three-hour course. Full payment may be made at registration or payment may be made in three installments, the first due at registration, the second 30 days after the date of the first class, and the third 60 days after the date of the first class. Payment must be by check or money order made out to the appropriate University.

Credit

All courses are for three credit hours. They may be taken separately or as part of an academic core program.

Semester

All classes begin the week of 23 September and end the week of 13 January 1969. Fifteen weekly sessions of approximately 2 1/2 hours each from 5:45 - 8:15 p.m.

Classes

At Headquarters Building or other location if necessary.

Enrollment

Only overt employees may participate. Attendance may be self-sponsored or Agency-sponsored. Consult Training Officers.

Instructors

Agency employees accredited by the University.

General Information

Preregistration counseling and other information can be obtained by calling the office of the Registrar, OTR, extension 2896. A representative from

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George Washington University will be available for consultation at time of registration. American University will provide counseling on request.

George Washington University

Acct. 1. Introductory Accounting. Basic principles underlying accounting records, preparation of the work sheet and financial statements. Monday.

Acct. 215. Survey of Managerial Accounting. Nature, preparation, analysis, and interpretation of accounting reports; cost accounting; business budgeting, and internal accounting controls and their use in the management process. Prerequisites: Accounting 1 - 2 or 115 or permission. Monday.

B Ad. 102. Fundamentals of Management. Planning, organizing, directing, coordinating, and controlling activities of the administrative unit; evolution of management thinking. Wednesday.

B + PA 207. Human Behavior in Organizations. Individual groups, intergroups, and other human behavior and development; application of social science research to administration. Practical applications emphasized. Wednesday.

ECON 1. Principles of Economics. Survey of the major economic principles, institutions, and problems in contemporary life. (These two semesters are prerequisites for all other economics courses.) Thursday.

ECON 251. Economic Development. Theories and problems of economic growth. Special attention to the underdeveloped countries. Thursday.

ENGL 1. English Composition. Analysis and practice of expository techniques with emphasis on unity, development and organization. Monday.

ENGL 11. The Writing of Reports. Theory and practice in the writing of technical reports. Prerequisites: English 1 & 2. Tuesday.

HIST 71. Civilization of the United States. Political, social, economic and cultural forces of the United States in their world setting from 1492-1865. Monday.

HIST 145. History of Russia. Rise and revolution of Russia. First semester: Old Regime, 896 - 1900. Tuesday.

MATH 23. Calculus III. Vector concepts, improper integrals, polar coordinates, infinite series, and solid geometry. Prerequisite: Math 22 (Calculus II). Tuesday.

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MATH 71. Vector Analysis. Vector algebra, differentiation vectors, vector integral calculus, applications to dynamics and differential geometry. Prerequisite: At least Calculus IV. Monday.

P Sc 5. Introduction to Political Science. Structure, powers, and processes of the American political system. Thursday.

P Sc 212. Seminar-Comparative Government and Politics. Selected topics in comparative political institutions and politics. Each semester is devoted to a selected country or significant institutional or policy problem. Friday.

PSYCH 1. General Psychology. Fundamental principles underlying human behavior. Monday.

PSYCH 22. Introduction to Educational Psychology. Consideration of individual and group differences, adjustments, and the psychology of learning in relation to education and training. Friday.

P Ad 252. Problems in Planning, Programming, and Budgeting. Intensive analysis of developments in federal planning, programming, and budgeting, application of new tools in the decision-making process, evaluation of the systems. Friday.

American University

19.305. Introduction to Quantitative Economics. Selected topics from analytical geometry, calculus, linear algebra statistics, and their application to problems in economic research and analysis. Prerequisites: 41.100 and 19.101 (Introduction to Economics). Thursday.

19.500.Price Theory. (Fall Semester). 19.501 (Spring Semester). These courses will present the necessary elements of Price Theory and Income Theory for graduate students enrolled in the Master of Arts Program. The 19.703-6 series is required only in the Ph. D. Program. Tuesday.

41.100.Survey of Mathematics I. Linear equations and relations, sets, compound statements, probability, and functions, with applications in the social and Management sciences. Prerequisites: Two years of high school mathematics. Wednesday.

41.110. Fundamentals of Mathematics. Mathematical logic; number of systems; polynomials; algebraic fractions; exponents and radicals; sets; equations; inequalities; matrices and determinants; functions and relations; algebraic functions. Prerequisites: Three years of high school mathematics or 41.100. Thursday.

69.400. Managerial Statistics. Survey of first-year statistics.
Prerequisite: 41.100 or graduate status. Tuesday.

55.310. Introduction to Data Processing. An introduction to the problems, principles, and methods of data processing. The course will generally survey types of data processing instruments, methods, systems, and the types and potentials of their applicational use. The course will equip the student to communicate with data processors. Tuesday.

55.530. Automatic Data Processing Systems. A survey of the systems aspect of ADP. Emphasis is placed on the computer organization and equipment operation, the concept of programming, data processing equipment, information and data systems, systems analysis, equipment acquisition and utilization, and data communications systems. Prerequisite: 55.410 or equivalent experience. Tuesday.

55.411. Introduction to Management Mathematics. For those students whose undergraduate mathematics preparation does not include advanced algebra. This course will cover mathematical logic, elementary point set theory, finite probability, Markov chains, difference equations, vectors, and matrices and matrix games. Prerequisites: 41.101. Thursday.

55.511. The Systems Approach. An introduction to the systems analysis approach to the study and design of Managerial and operational organization and process. This course will include problem exercises to illustrate the rigor of the discipline and the nature and scope of its applications. Wednesday.

55.560. Systems Design for Business Operations. The mechanization and automation of office operations. A practical course in the capabilities, applications, and design and use of systems for handling administrative data, cases, and processes. Punch card machines; electronic computers. Prerequisite: 55.530. Wednesday.

DISTRIBUTION: ALL EMPLOYEES